



COMMERCIAL / INSTITUTIONAL / MULTI-FAMILY PERMITTING PROCEDURES FOR INTERIOR REMODELS/TENANT FINISHES *City of Carmel / Clay Township*

FIRST:

Submit for and obtain the appropriate approvals by the City of Carmel Plan Commission and/or Board of Zoning Appeals, if there is any change to the exterior of the building or the grounds. Contact the office of Planning & Zoning at (317) 571-2417 for any questions regarding these processes.



SECOND:

Submit plans to the State Fire Prevention & Building Safety Plan Review. Contact (317) 232-6418 for any questions regarding their submittal process. You will need to obtain your State Commercial Design Release (CDR) to include in your submittal to the Building & Code Enforcement office. If the State does not require a CDR for the project, please submit a statement to that effect, with the date and name of the reviewer you spoke with at the State, or listing the specific exemptions the project meets from the General Administrative Rules. (GAR)



EXEMPTIONS: Exemptions from Commercial Design Release Requirements from the State of Indiana are covered under General Administrative Rule 675 IAC 12-6-4. If this rule applies, you may still be required to obtain a permit from the Dept. of Community Services, Building & Code Enforcement office, under Carmel City Code, Chapter 7.

THIRD—Submittal to the City of Carmel:

SUBMITTAL REQUIREMENTS:

1. A copy of your State Commercial Design Release. (CDR)
2. A fully completed Commercial / Institutional / Multi-Family Improvement Location Permit Application. (ILP) These can be picked up at our office, or you can request one be mailed to you. These are 3-part, carbon forms. (A sample of the ILP document appears on our website @ www.carmel.in.gov in the Dept. of Community Services link, in the Building & Code Services section. A copy of this procedure sheet can also be found in that section.)
3. Three (3) sets of CERTIFIED drawings. The plans must be EXACT duplicates of those submitted to, and released by, the State Department of Fire & Building Services, and must reflect what was approved by the Plan Commission, Board of Zoning Appeals, and/or Dept. of Community Services. At least one set should be on paper no larger than 11 inches by 17 inches. If this is not possible, you will need to submit three (3) full size sets, but then also email an electronic PDF copy to nmishler@carmel.in.gov, or provide a disc containing the PDF copies with your submittal. If you have issues regarding paper size and/or the electronic submittal please contact either the Building Commissioner or Deputy Building Commissioner through (317) 571-2444.
 - a. Three (3) affidavit stickers, signed by an authorized person, to attach to each set of plans are required. These may be picked up from our office in advance, mailed to you, or filled out at the time of the pre-submittal meeting. These affidavits must be signed, and state that the plans being submitted are exact duplicates of those submitted to the State. (No stickers are required for projects which were not required to have State plan review.)
 - b. Copies of any other required or related approvals. (For Example: Letters of Grant or site approvals pertaining to access, drainage, landscape, etc...)



PERMIT REVIEW & ISSUANCE:

When all documents have been received, our office will process the application and review the submittal. Copies will also be sent to the Carmel Fire Department (CFD) for their review and approval. We will notify you when the reviews are complete/approved, and the permit is ready for pick up. (Contact is usually made to the email address listed under the Builder of Record section of your application.)

IMPORTANT PERMIT INFORMATION:

- Unless already designated by a plan approved by the City of Carmel Communications Department or the Address Committee of the City of Carmel, a suite number will be assigned to tenant spaces by the City of Carmel when the building permit is issued.
- Tenant finish permits for MULTIPLE TENANTS will require separate building permits for each individual tenant space, even if one State CDR was issued for the entire project. Only an interior remodel permit for the ENTIRE structure will allow the completion of multiple tenant finishes under one building permit.
- Until our office receives the final CDR from the State, approving all aspects of construction, your permit will be a conditional release ONLY, and work and inspections may only progress through the approved stages of release.
- If your construction plans or scope of work or release changes, you will need to file a Revision/Amendment Application with our office. Again, three (3) sets of the updated plans, an updated State CDR, and three (3) affidavit tags (if a CDR addendum was required) will need to be submitted with the revision application. The same plan requirements as an initial submittal apply. A hold will be placed on all further inspections on your project, until the newly submitted plans can be reviewed and released. A plan amendment/revision fee may be assessed, as well as additional square footage and/or inspection fees, when applicable.
- NO FINAL INSPECTIONS MAY BE SCHEDULED UNTIL/UNLESS THE SHELL BUILDING PERMIT HAS RECEIVED A FULL CERTIFICATE OF OCCUPANCY OR SUBSTANTIAL COMPLETION.



DO NOT BEGIN CONSTRUCTION PRIOR TO THE RELEASE OF YOUR PERMIT.

If you do so, a Late Fee penalty may be assessed to your permit cost, per Z-289 of the Carmel/Clay Zoning Ordinance, Section 29.06.07 "Late Fees for Permits".



REMINDER: THE CONSTRUCTION SHOULD NOT BE INSULATED/COVERED PRIOR TO AN APPROVED ROUGH-IN INSPECTION; OR BE OCCUPIED PRIOR TO APPROVAL OF THE FINAL INSPECTION BY BOTH THE CARMEL FIRE DEPARTMENT AND THE OFFICE OF BUILDING & CODE ENFORCEMENT.

PERSONAL PROPERTY AND/OR PRODUCT OF ANY TYPE/Form CONSTITUTES OCCUPIED. Assessment of a project as either Insulated/Covered and/or Occupied will result in a Late Fee penalty; per Z-289 of the Carmel/Clay Zoning Ordinance, Section 29.06.08 "Late Fees on Inspections".